

MILPERSMAN 1070-130

TRANSFER AND DISPOSITION OF U.S. NAVY ENLISTED SERVICE RECORD (ESR) (JACKET) - CLOSED

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743
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1. **Definition of Closed ESR.** NAVPERS 1070/600 (Rev. 05-00), U.S. Navy Enlisted Service Record (ESR) (Jacket), is closed when a member

- is transferred to Fleet Reserve,
- is discharged,
- retires, or
- dies.

2. **Where/When to Transfer Closed ESR.** Transfer a closed ESR as follows:

Transfer a closed ESR to	for
Navy Personnel Command (NAVPERSCOM) (PERS-312C)	<ul style="list-style-type: none"> • a member who is discharged from recruit training or Navy veteran/other service veteran indoctrination. (Refer to MILPERSMAN 1070-090.) • a member discharged from a voided enlistment. • a member discharged to accept a permanent warrant or commission in Navy or Naval Reserve.
Naval Reserve Personnel Center (N31)	<ul style="list-style-type: none"> • a member discharged without immediate reenlistment. • a member transferred to Fleet Reserve, Retired List, or Permanent Disability Retired List (PDRL), and concurrently released from active duty. • a reserve member transferred to Retired Reserve or Naval Reserve Retired List.
NAVPERSCOM (PERS-621)	a deceased member. NOTE: Refer to MILPERSMAN 1770-030.

3. **Process for Transferring Closed ESR.** To transfer a closed ESR:

a. **Health Treatment Record (HTR).** Order HTR. Place a copy of the separation physical in the closed ESR, process the HTR per MILPERSMAN 6150-010, and make required entry on NAVPERS 1070/613, Administrative Remarks.

b. **Verification.** Verify the ESR per MILPERSMAN 1070-200.

c. **Member's Documents.** Give member the following documents:

(1)	NAVPERS 1070/604 (Rev. 03-05), Enlisted Qualifications History. Copy.
(2)	NAVPERS 1070/605 (Rev. 10-89), History of Assignments. Copy.
(3)	NAVPERS 1070/606 (01-77), Record of Unauthorized Absence. Copy.
(4)	NAVPERS 1070/607 (12-75), Court Memorandum. Copy.
(5)	NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks. Those not required for retention per MILPERSMAN 1070-320.
(6)	Documents previously forwarded to NAVPERSCOM for inclusion in the permanent personnel record; e.g., DD 4, Enlistment/Reenlistment Document - Armed Forces of the United States (Annexes), NAVPERS 1070/607.
(7)	Temporary documents applicable to local command.

(See next page.)

d. **Forward Documents.** Forward only the following documents from current enlistment in the closed ESR:

(1)	NAVPERS 1070/605. Original.
(2)	DD 214, Certificate of Release or Discharge from Active Duty. Copy No. 7.
(3)	Separation orders with Detaching (Departing) Endorsement to Orders - (Officers - Enlisted) Separation Orders. Copy.
(4)	NAVPERS 1070/615 (Rev. 12-03), Record of Discharge from U.S. Naval Reserve (Inactive). Part 2.
(5)	NAVPERS 1070/609 (03-83), Enlisted Performance Record. Original (if present in ESR, form was canceled August 1996).
(6)	NAVPERS 1070/604. Original.
(7)	NAVPERS 1616/26 (Rev. 07-95), Evaluation Report and Counseling Record (E-1 - E-6). (Original , E-4 and below reports only)
(8)	Department of the Navy Central Adjudication Facility (DONCAF) Security Determinations.
(9)	OPNAV 5511/14 (Rev. 09-05), Security Termination Statement. Original.
(10)	DD 2648 (Rev. 06-05), Preseparation Counseling Checklist. Original.
(11)	SF 88 or DD 2808 (Rev. 10-05), Report of Medical Examination. Separation physical examination. Copy. Refer to MILPERSMAN 6150-010.
(12)	SF 93 or DD 2807-1 (Rev. 10-03), Report of Medical History. Latest copy. Refer to MILPERSMAN 6150-010.

e. **Mail Closed ESR.** Mail the closed ESR via first class mail no later than the following day.

4. **Final Disposition of ESR.** Documents forwarded with the closed ESR will be used to update member's permanent personnel record.